

City of St. Louis Recorder of Deeds

Request for Proposals for Human Resources and Communications Consulting

RFP Opening Date: February 4, 2015
RFP Closing Date: February 18, 2015
Anticipated Contract Start: March 1, 2015

Recorder of Deeds
City of St. Louis
1200 Market St , City Hall Room 126
St. Louis, Missouri 63103-2881
(314) 622-4610

RFP for Human Resources and Communications Consulting Consultant

I. Purpose of Request for Proposal (RFP)

The Recorder of Deeds for the City of St Louis is seeking proposals for a Human Resources and Communications Consultant to assist in reviewing internal and external communications as well as internal personnel and operating policies and procedures that can enable the Recorder of Deeds to operate with the highest integrity, transparency and efficiency for the citizens of the City of St. Louis.

II. Proposal Timetable

- a. Request for Proposals (RFP) may be obtained beginning February 4, 2015 from Peggy Sarich at the Recorder of Deeds, email address, telephone number, 1200 Market St , City Hall Room 126, St. Louis, Missouri 63103-2881 or downloaded from the Recorder of Deeds website at <https://www.stlouis-mo.gov/government/departments/recorder/>
- b. The deadline for submitting proposals is February 18, 2015 by 5:00pm at the address referenced above.
- c. All questions should be directed to Peggy Sarich at sarichm@stlouis-mo.gov.

III. Proposal Format

A signed original of the proposal must be submitted by the deadline via email, U.S. mail or fax. The hard copy must be signed by the company officer. Confirmation of receipt of the response to the RFP's will be insured upon delivery if in person; confirmation through email; or fax confirmation.

IV. Scope of Services

The Recorder of Deeds is committed to operating an efficient, transparent and high integrity office. In an effort to pursue this, we are seeking an experienced consultant that can provide broad and deep services regarding the review of internal and external communications as well as internal employee and operating policies and procedures at the Recorder of Deeds. Consultant will review and make recommendations for improvement regarding:

- a. All recorder of Deeds policies including personnel policies, employee practices, employee manual, procedure manual, standards of performance for each department, performance review, etc.;
- b. Organizational structure, job descriptions, salaries, hiring and termination practices to ensure people are being treated equally, fairly and appropriately under the law.

- c. Process improvements to ensure the Recorder of Deeds is operating in the most efficient and high-integrity manner;
- d. Internal and external communication processes, procedures and materials, including but not limited to website, internal communications practices, media policy, social media policies and practices, etc.;
- e. 2014 City Counselor's Report and suggestions for improvements including bidding procedures, budget and accounting procedures, etc.;

V. Proposal Requirements

Respondents must respond to each of the required narrative proposal components below (Section V 1.through 5.). The order of the responses must follow the order provided below. The respondent's primary response should be included in the body or text of the submitted proposal. The response to proposal is not limited to the proposal components below. Failure to follow directions will result in the rejection of the proposal for consideration.

- 1. A statement of the bidder's prior experience in providing services to the City of St. Louis Recorder of Deeds or other city governmental offices.
- 2. A statement that includes information about a bidder's background providing the type of service requested in this RFP.
- 3. A description of how the services will be performed within the scope of services outlined in this document
- 4. It is the policy of the Recorder of Deeds is to address the effects of identified discrimination against minority business enterprises and women's business enterprises within its jurisdiction. Contractual services shall be allocated according to the policy. Please provide information on minority and women enterprise status and/or participation of your company.
- 5. A cost proposal of estimated hourly or retainer cost to provide services set forth in section IV. Scope of Services of this RFP.
- 6. Letters of recommendations from past or current clients. (Optional)

VI. Request for Proposal and Contract Terms

- a. The Recorder of Deeds is seeking to enter into a contract with a consultant that is scheduled to last (1) one year from contract start date reserving the right to terminate on thirty (30) days notice, with or without cause, by submitting written notice. The Recorder of Deeds reserves the right to renew the contract for additional years as required.
- b. The successful bidder shall pay an applicable taxes to the City of St Louis and must be current on all city taxes.
- c. The successful bidder must possess a business license to operate within the City of St. Louis

- d. The successful bidder will provide those services as outlined and required of the Recorder of Deeds in the Scope of Services, Section IV.
- e. It is understood and agreed that in the event that the Recorder of Deeds determines that funds are not appropriated and/or continued at an aggregate level sufficient to allow for the purchase of the indicated services, or in the event of a change in federal or state laws relevant to these services, the obligations of each party shall thereupon be terminated.
- f. All materials submitted in accordance with this RFP will become and remains the property of the Recorder of Deeds and will not be returned. All proposals shall be considered public records, but may be deemed and treated as closed or exempt by the Recorder of Deeds, at the sole discretion of the Recorder of Deeds, pursuant to the Recorder of Deeds understanding and interpretation of the laws of the State of Missouri. The Recorder of Deeds cannot guarantee the confidentiality of the materials submitted or the communications surrounding the proposal.
- g. Following the closing date of submission, the Recorder of Deeds will review the proposals and make a decision that is best suited to achieve the project goals. A tentative award will be made subject to successful negotiation of a contract for the services..
- h. The Recorder of Deeds reserves the right; to reject any and all bids, to seek additional bids, to enter into negotiations and subsequently contract with more than one bidder at any time during the process; to evaluate separately the individual components of each bid and to contact with such bidder for any individual component; to cancel or withdraw this RFP without substitution of another RFP or alter the terms and conditions of this RFP; to modify specific terms and conditions in this document prior to execution.